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26 February 1960

MEMORANDUM FOR: Planning Group for Rapid Reporting System

SUBJECT : Topics Listed on the Agenda for the Meeting on  
Tuesday, 1 March

Logging of Classified Information Reports (Attachment A)

1. COMMENT: The Planning Group need not concern itself with this problem since it is apparently already under proper study by [ ] It is supposed that the speed of reporting is not relevant to whether logging should or should not take place and that the revision of Regulation [ ] Section O, will make sense regardless of how or how fast classified material is transmitted to the Agency. 25X1 25X1

Dissemination: Current Status (Attachment B)

2. COMMENT: My reaction to this summary of an old beat up subject is that:

a. In contradistinction to paragraph 5., this subject probably has been studied periodically;

b. Different factors and circumstances in different offices suggests that there can be no single reading panel and that different arrangements should be permitted; and

c. Despite the opinion stated in paragraph b., above, this problem is not within the province of this Planning Group. As rapid reporting advances, however, the Planning Group should effect time controls on the passage of the paper from hand to hand and report the findings to the DD/I. If he finds the delays inside the Agency are unacceptable, there would seem to be no reason why he couldn't do something about it.

Coding of Information Reports

3. COMMENT: The general subject of coding of information reports would appear to be outside the scope of this Planning Group. Coding applies, to date, seemingly only in the case of the [ ] reports as outlined in paragraph 5. 25X1

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In this instance OCR seems to be justified in discontinuing its coding efforts. It is proposed that DD/P advise, in these circumstances, what coding, if any, is called for and when, in the "rapid system."

Intelligence Watch Officer Group(IWOG)

25X1 4. COMMENT: IWOG, however admirable, does not bear upon the present [ ] because [ ] isn't carrying urgent cables. If, as is indicated in paragraphs 2. b., the field will write disseminable reports ("a consumation long and devoutly wished," at least by [ ] then one would wonder why the urgent cables received during duty hours shouldn't be similarly handled. If, then, they have learned to write "disseminable reports" in urgent cases under threat of direct dissemination during off-duty hours and then, during duty hours, it would seem that the way to get the field to write disseminable reports of a non-urgent nature would be to establish the threat that they won't go to the Desk first for editing. 25X1

Conclusion: IWOG is an integral part of the Rapid Reporting System because it carries the promise of removing delays in editing reports.

Mechanized Data Processing . . .

25X1 5. COMMENT: Paragraph 2. is vastly impressive with only the evidence available as presented in this brief report; perhaps one would be pardoned if, while agreeing that these improvements might contribute to the "acceleration of the reports, requirements and evaluation cycle" one questions the statement that this will contribute to an improvement in the "responsiveness" of reporting to requirements. The writer of this memorandum is burdened by doubt that automation or any comprehensive scheme for evaluations will ever demonstrate their theoretical value. This thought probably accounts for the fact that the "new form for evaluation of single information reports" (the last paper submitted by [ ] leaves the writer of this memorandum uninspired.

6. The writer questions that everything needs to be evaluated for the benefit of the collector. He does believe there should be careful, pointed, critical evaluation of reports which are claimed to be the outgrowth of a project involving unusual hazard to individuals, jeopardy to the US Government or its policies, sizeable expenditures of manpower and/or cash. This will never be

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accomplished by either automation or new evaluation forms. Even if some may argue that it is too much to say that evaluation should stop here, it would appear that it definitely should begin here.

CS Information Reports: Reproduction

7. COMMENT: This report is heartening. Let's leave it to the Management Staff's cooperation with those who manage CS Information Reports, and bless them if that will help.

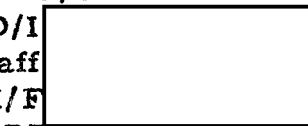


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Chairman, Planning Group

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<b>TRANSMITTAL SLIP</b>		DATE 1 Mar 60
TO: O/DD/I [redacted] <i>h/</i>		
ROOM NO. 354	BUILDING Admin	
REMARKS: This was a "handout" of our 1 March meeting. <i>W. Hance</i>		
FROM: [redacted]		
ROOM NO.	BUILDING	EXTENSION

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FORM NO. 241  
1 FEB 55REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)